

JANITORIAL SERVICE WORK CALENDAR (SPECIFICATION SHEETS)

CONTRACT/REQUISITION: SERSUN
SITE COORDINATOR: Juanita Cardenas

LOCATION: 2201 E. EDISON, SUITE 3
SUNNYSIDE, WA 98944

TOTAL SQUARE FEET: 2500

	WEEKLY PERFORMANCE REQUIREMENTS	SQ. FT.	M	T	W	T H	F	ACTUAL PERFORMANCE
1	VACUUM ALL CARPETED AREAS							
	RECEPTION, ENTRANCE, LOBBY AREAS		X		X		X	3X WEEK
	GENERAL OFFICE AREA		X		X		X	3X WEEK
	LUNCHROOM / COFFEE ROOM AREA		X		X		X	
	SUPPLY / MAILROOM AREA		X		X		X	
	STARIWAY / HALL AREA		X		X		X	
	EMPTY ALL WASTE RECEPTACLES AND DEPOSIT IN OUTSIDE CONTAINER		X		X		X	
	SPRAY DISINFECTANT ON THE LOBBY COUNTER		X		X		X	
2	RESTROOM CLEANING		X		X		X	
	CLEAN & DISINFECT ALL TOILET BOWLS & URINALS		X		X		X	
	CLEAN & WASH BASINS AND ATTACHED FIXTURES		X		X		X	
	CLEAN ALL MIRRORS							AS NEEDED
	SWEEP, DAMP MOP AND DISINFECT RESTROOM FLOORS		X		X		X	
	WASH & DISINFECT TOILET PARTITION WALLS AND RESTROOM WALLS		X		X		X	
	CLEAN GLASS DOORS, GLASS PARTITIONS, DOORS TRIMS / HANDLES, LOBBY COUNTER / GLASS, LIGHT SWITCHES, WALLS, WOODWORK, FILE CABINETS, TABLES, DISINFECT U/A DESK IN HALL,		X		X		X	
	FILL ALL TOILET PAPER, PAPER TOWEL & SOAP DISPENSERS (PROVIDED BY THE DEPARTMENT)							AS NEEDED
3	MISC							
	CLEAN DRINKING FOUNTAINS		X		X		X	

SECURE / LOCK DOORS BEFORE LEAVING OFFICE BLDG.		X		X		X	ALWAYS
REPLACE LIGHT BULBS AND TUBES							AS NEEDED
<i>Clean / Disinfect all plastic or vinyl covered furniture in CCO / office and lobby area</i>		X		X		X	3X WEEK
<i>DUST WINDOW SILLS WEEKLY</i>		X					1 X WEEK

	PERIODIC PERFORMANCE REQUIREMENTS	SQ. FT.	J	F	M	A	M	J	J	A	S	O	N	D	
9	STRIP, SEAL AND WAX ALL TILED FLOORS														
	RECEPTION, ENTRANCE, LOBBY AREAS														
	GENERAL OFFICE AREA														
	LUNCHROOM														
	RESTROOM AREAS							X						X	
	SUPPLY/MAILROOM AREAS														
	HALL AREA - BACK ENTRY WAY														
	OTHER														
10	SPOT WAX AND POLISH TILED FLOORS														
	RECEPTION, ENTRANCE, LOBBY AREAS														
	GENERAL OFFICE AREA														
	LUNCHROOM														
	RESTROOM AREAS							X						X	
	SUPPLY/MAILROOM AREAS														
	HALL AREA														
	OTHER														
								X						X	
11	DUST ALL HIGH LEDGES, INCLUDING PICTURE FRAMES														
12	VACUUM CLOTH-COVERED FURNITURE		X	X	X	X	X	X	X	X	X	X	X	X	1 X MONTH
13	CLEAN ALL VINYL-COVERED FURNITURE														
14	DUST BOTH HORIZONTAL AND VERTICAL VENETIAN FABRIC BLINDS		X	X	X	X	X	X	X	X	X	X	X	X	1 X MONTH
15	WASH BOTH HORIZONTAL AND VERTICAL VENETIAN VINYL BLINDS	10						X						X	
16	WASH ALL LIGHT FIXTURES AND CEILING VENTS														AS NEEDED
17	WASH EXTERIOR WINDOWS				X			X			X			X	4 X YEAR
18	CLEAN AND DISINFECT INSIDE & OUTSIDE OF ALL WASTE RECEPTACLES, INCLUDES RESTROOM RECEPTACLES.		X	X	X	X	X	X	X	X	X	X	X	X	